

## **Exhibit A-1 Project Team Plan - Development Phase**

### **Contract Administrator**

Primary responsibility, as directed by the Joint Board, for overall program management of the collaborative regional elements of the RFC Project, to include supervision of the Project Team and support services, the Contractor, and Joint Consultant contract administration. Note: The individual Agency Site Managers are considered to be key participants of the Project Team, however they report solely and directly to the organization they represent.

Provide planning and administrative coordination with the Agency Site Managers.

Report to and provide administrative coordination with the Joint Board. This coordination shall include, but not be limited to, monthly project scope, schedule, budget and outstanding issue/resolution updates.

Provide support to the individual agency project-related needs and requirements. In the event these individual agency requirements are in conflict, the Contract Administrator shall present to the Joint Board for its action, an issues summary and recommended resolution.

Develop, monitor, and recommend to the Joint Board, as required, revisions to RFC Project scope, schedule, budget, and finance plans.

As directed by the Joint Board or within delegated authorities as set forth in this Agreement, provide primary direction (i.e. "single point of contact") to consultants and the Contractor.

As directed by the Joint Board, identify and develop resolution strategies for policy issues such as labor, fares, customer services, budget, resource deployment, service contracts, marketing, etc.

As directed by the Joint Board, implement, monitor and recommend revisions, as required, to the Agency Business Rules adopted to provide technical guidance to the contractor and policy guidance to the Agencies.

As directed by the Joint Board, facilitate the development of a RFC Project rollout plan which includes, but is not limited to, the following elements:

- Approach for conversion of current pass holders to smart cards;
- Approach for conversion of current cash riders to smart cards;
- Approach for transitioning current institutional accounts to smart cards; and
- Approach for transitioning to this Agreement from current Regional Fare Revenue Reconciliation Agreement (dealing with Puget Passes) which is not participated in by all of the parties to this Agreement.

As directed by the Joint Board, facilitate the development of uniform agreements to be used by the Agencies during the RFC Contract including, but not limited to, the following:

- Business Accounts: This agreement will set forth the contractual relationship between the employer/organization and the Agency and include provisions

- regarding billing arrangements, card issuance, account management tools available to the employer/organization, etc.
- o Retail Revalue Entities: This agreement will set forth the contractual relationship between the retailer and the Agency and include provisions regarding the duties required of the retailer, billing arrangements, merchant of record responsibilities, etc.

#### IS/Technical Manager

The Regional Technical Manager shall perform duties as delegated by the Contract Administrator, who may include, but not be limited to those noted below.

Primary responsibility for contractor/Agency technical coordination to ensure implementation of the RFC System in accordance with the RFC Contract requirements, implementation plan and schedule, and all other deliverables. All contract requirements will be tracked using the Requisite Program.

Coordinate Contractor and Agency Site Manager technical activities related to design, development, implementation, test, delivery, and operation of the RFC System.

Monitor the Contractor and Agency performance and compliance regarding technical elements; report on status and recommend revisions as required.

Monitor RFC Project schedule, report on status, and initiate action, as necessary, to maintain schedule related to technical elements.

Conduct regular status meetings with the Contractor and Agencies to identify and track technical issues and problems and provide a complete report to the Contract Administrator.

Maintain database of RFC Contract technical requirements, and revise existing requirements and/or develop new requirements as needed.

Identify and document the need for revised and/or new Agency Business Rules.

As directed by the Contract Administrator, coordinate review and approval of technical contract deliverables.

As directed by the Contract Administrator, coordinate change orders for appropriate approvals.

As directed by the Contract Administrator, coordinate Contractor Requests for Information (RFI).

#### Budget & Contract Control Manager

The Budget and Contract Control Manager will perform duties as delegated by the Contract Administrator, who may include, but not be limited to, those noted below.

Primary responsibility for regional project budget, regional grant applications and all regional project financial reporting, invoice reconciliation and payments.

Coordinate with the Fiscal Agent for tasks related to the joint administration of the regional invoice payment process and to ensure proper accounting treatment for the RFC Project.

Coordinate with Agency Site Managers and their budget staff to ensure, as appropriate, regionally consistent cost accounting.

Provide the Agency Site Manager's with regional project budget information as required to meet each agencies internal project reporting requirements.

Develop and monitor one or multiple database(s) to track the RFC Vendor Contract specification and deliverable compliance and progression of work schedule adherence.

Develop, monitor and manage a system to generate all Change Orders, monthly budget reports, budget revisions, contractor payments, and Agency invoices for contractor and all other shared or individual Agency payments.

#### Project Assistant

Provide administrative support to the Project Team staff, Agency site managers and Joint Board.

Maintain RFC Project records, files and other documentation.

#### Agency Site Manager(s)

**Note:** The individual Agency Site Managers are considered to be key participants of the Project Team, however they report solely and directly to the organization they represent.

The Agency Site Manager job description is set forth in Attachment 1. The position's key responsibilities are noted below:

Primary responsibility to coordinate all internal Agency resources to meet all RFC Contract scope and schedule requirements or negotiate revisions as required.

Primary Agency point of contact/authorized official to give direction to the Contract Administrator, joint consultants and/or the Contractor, as required.

## **Attachment 1 to Exhibit A-1 Agency Site Manager Job Description – Development Phase**

Each Agency shall appoint a Site Manager or contract with another Agency to provide a Site Manager with the responsibility and authority to make decisions for that Agency that will allow the overall project to maintain scope, schedule, and budget. The Site Manager, as each Agency's Contract Administrator, will be a key participant on the Project Team and will meet regularly with the Project Team, joint consultants, and the Contractor. The Agency Site Manager reports solely and directly to the organization they represent.

### **1. Primary Responsibilities**

- a. Serve as primary Agency point of contact/authorized official for the Contract Administrator, Fiscal Agent, joint consultants, and/or the Contractor as required;
- b. Advise the Project Team on project status, technical options, and implications for individual Agency activity;
- c. Coordinate all internal Agency resources to meet all contract scope and schedule requirements or negotiate revisions as required;
- d. Coordinate the Agency review and approval of all technical design and functionality of the system;
- e. Attend regular (e.g., weekly) regional meetings to discuss project issues.

### **2. Secondary Responsibilities**

- a. Brief all internal Agency staff about the RFC Project;
- b. Ensure that all internal Agency staff cooperate with the Contractor and its subcontractors in the execution of the RFC Project;
- c. Provide necessary interface specifications for all existing Agency systems required for the RFC System;
- d. Facilitate communication with contractors and suppliers of existing systems or equipment as required;
- e. Provide plans and drawings of Agency facilities and vehicles as required;
- f. Coordinate appropriate the Contractor access to required locations for the purpose of system equipment installation;
- g. Arrange for installation space and adequate facilities for installation crews;
- h. Arrange for installation space within or near the bus depot bases to house the DACS and WDOLS equipment;
- i. Assist in the coordination and scheduling of vehicles for installation and testing purposes;
- j. Facilitate interaction and information exchange in support of testing;
- k. Participate in the testing of interfaces to all legacy systems;
- l. Witness and approve tests during various phases of the project including, as applicable, factory acceptance testing, system integration testing, system commissioning testing, beta testing, and acceptance testing procedures;
- m. Provide access to vehicles, bases, parking lots, ferries (as applicable), and back office locations for installation and testing of the RFC System;
- n. Review training documentation and coordinate Agency staff attendance at training classes;
- o. Provide equipment and system support as indicated by the "Maintenance Services Chart" in Division II, section 6.II-10.1 of the RFP;

- p. Provide classroom facilities for training Agency personnel in Contractor-provided classes.

**3. Qualifications and Experience**

The Site Manager shall act as each Agency's Contract Administrator and possess the following:

- a. Experience developing and monitoring project budgets, work schedules, and status reports;
- b. Experience planning, organizing, and directing the work of project consultants, contractors, and staff;
- c. Experience negotiating with vendors and monitoring vendor performance;
- d. Experience establishing work plan details, reporting progress, and anticipating and resolving project difficulties; and
- e. Experience installing and testing new hardware, software, and data communication networks, as related to a project.

**4. Time Commitment**

As Needed